

## **§ 51-9.101**

- 51-9.304-1 Records available without charge.
- 51-9.304-2 Records available at a fee.
- 51-9.304-3 Prepayment of fees over \$25.
- 51-9.304-4 Form of payment.
- 51-9.304-5 Reproduction fee schedule.

### **Subpart 51-9.4—Requests To Amend Records**

- 51-9.401 Submission of requests to amend records.
- 51-9.402 Review of requests to amend records.
- 51-9.403 Approval of requests to amend.
- 51-9.404 Refusal of request to amend.
- 51-9.405 Request of review of refusal to amend a record.

### **Subpart 51-9.5—Report on New Systems and Alteration of Existing Systems**

- 51-9.501 Reporting requirement.
- 51-9.502 FEDERAL REGISTER notice of establishment of new system or alteration of existing system.
- 51-9.503 Effective date of new systems of records or alteration of an existing system of records.

### **Subpart 51-9.6—Exceptions [Reserved]**

### **Subpart 51-9.7—Rules of Conduct for Disclosure of Information About an Individual**

- 51-9.701 Committee rules of conduct.

AUTHORITY: 5 U.S.C. 552a.

SOURCE: 40 FR 51168, Nov. 3, 1975, unless otherwise noted. Redesignated at 56 FR 48983, Sept. 26, 1991.

## **Subpart 51-9.1—General Policy**

### **§ 51-9.101 Maintenance of records.**

#### **§ 51-9.101-1 Collection and use.**

Any information used in whole or in part in making a determination about an individual's rights, benefits, or privileges under the Committee programs, shall, to the extent practicable, be collected directly from the subject individual. At the time information is collected, the individual must be informed of the authority for collecting such information, whether providing the information is mandatory or voluntary, the purposes for which the information will be used, the routine uses as published in the FEDERAL REGISTER, and the effects on the individual, if any, of not providing the information. The information collected shall

## **41 CFR Ch. 51 (7-1-09 Edition)**

be used only for the intended purpose or permission for additional use will be obtained from the subject individual.

### **§ 51-9.101-2 Standards of accuracy.**

The Executive Director shall ensure that all records which are used by the agency to make determinations about any individual are maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual. Upon petition by an individual, the Executive Director shall provide the individual with the opportunity to review his records, and to request amendment of a portion which the individual believes is not accurate, relevant, timely or complete. Prior to dissemination of records about any individual to any person or to another agency, exclusive of disclosure pursuant to the Freedom of Information Act, the Executive Director shall make reasonable effort to ensure that such records are accurate, complete, timely, and relevant.

### **§ 51-9.101-3 Content of systems of records.**

The Executive Director shall maintain in records only such information about an individual as is relevant and necessary to accomplish an agency purpose required by statute or executive order. Such records shall not contain any information describing how any individual exercises rights guaranteed by the First Amendment unless specifically authorized by statute, by the subject individual, or is pertinent to and within the scope of an authorized law enforcement activity. For these purposes, First Amendment rights include, but are not limited to, religious and political beliefs, freedom of speech, the press, assembly, and freedom to petition.

### **§ 51-9.101-4 Rules of conduct.**

Any employee of the Committee involved in the design, development, operation or maintenance of any system of records, or in maintaining any record, shall review the provisions of 5 U.S.C. 552a and these regulations, and shall conduct himself accordingly with the rules of conduct concerning the